Historical Society

Agency Information Technology Performance Report
2017 Biennial Report

Please complete this report by close of business October 25, 2016.
Please upload your final Performance Report and all applicable spreadsheets to your individual Agency folder in the Biennial Reporting SharePoint Site found at:
https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.

MCA 2-17-521(4) requires the Department of Administration to prepare a biennial report on Information Technology (IT) based on the Agency IT Plans and Performance Reports required under MCA 2-17-524.

This performance report evaluates progress made towards the objectives articulated in your 2014 Agency IT Plan, which can be found at:
https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.

Please answer each section below based on your 2014 Agency IT Plan (*add lines to the tables as needed*).

Section 1: An evaluation of the Agency's performance relating to IT (MCA 2-17-524(3)(a)).
- Referencing the goals and objectives noted in Section 10 of your 2014 Agency IT plan, please fill in the table below with the information for each goal and objective.
  - 2014 Agency IT plans can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.
- Please provide an update on the efforts to implement your Agency 2014 IT goals and objectives. Your update may include how a goal/objective has advanced the Agency mission.

GOAL	OBJECTIVES	UPDATE
ITG 1: Integrated Agency IT Platform	ITO 1-1: Proactive Management of Hardware and Software Assets	The Society is in the process of returning to compliance with our hardware replacement cycles. We have reduced the number of desktops that are seven years old or older from 40% to 10%. Efforts are being made to bring all desktops to less than five years old. The Society is working with SITSD to adopt enterprise standards and industry best practices. SITSD-provided resources are being utilized as much as possible. The Society has recently completed our IT Convergence effort and will continue to align with the State's established standards and recommendations.
	ITO 1-2: IT Security	The Society recently completed adoption and rollout of Least User Rights-based workstation permissions. The Society's staff has completed annual Securing the Human training.
	ITO 1-4: Staff Training	Staff training and support is being given on an as-needed basis.
ITG 2: Electronic Services and	ITO 2-1: Access to Research	The Society recently rolled out five

| Digital Content Access Availability | Center and Museum Catalogs | new workstations in the Research Library.

The Society recently released the ExploreBig mobile device app and website.

The Society uses social media to promote our collections and information.

We continue to use our industry's standards and our own research to enhance discoverability and accessibility of our services and information. |
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| | ITO 2-2: Antiquities Database | The State Historic Preservation Office continues to rely on the Antiquities Database. We are currently working on a new version of the database with our developers. |
| | ITO 2-3: E-Commerce | The Society's Store established online shopping and is currently working on a new version with our developers. |
| | ITO 2-4: Electronic Access to Montana Magazine of Western History | The Society continues to enhance discoverability of previous issues of the magazine through its website and other online presences. These issues will be digitized and formatted. |

Section 2: An assessment of progress made toward implementing the Agency IT Plan (MCA 2-17-524(3)(b)).
- Please detail progress made toward completing IT projects identified under section 11 of your 2014 Agency IT Plan.
  - Your Agency plan can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.
- Please include project cost, schedule and completion information.

The Society had no planned projects on our 2014 Agency IT Plan

Section 3: An inventory of agency information services, equipment and proprietary software (MCA 2-17-524(3)(c)).
To collect data on "information services" and "proprietary software", we are leveraging LDRPS (L10). Our goal is to utilize and maintain LDRPS as the authoritative source for this information.
- Please verify the information in the LDRPS Spreadsheet, making any necessary updates or additions.
- Please email your updated spreadsheet to Dawn Pizzini, subject matter expert, at dpizzini@mt.gov.
  - The LDRPS spreadsheet can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.
  - We will pull a final LDRPS Spreadsheet for submission as part of the Biennial Report based on your Agency's input.

For "equipment", we are utilizing the standard Agency Inventory Template Spreadsheet we have used for past biennial reporting and that we are currently using to gather information for the IT Convergence project. The spreadsheet can be found in your Agency folder located at https://ent-sp1.mt.gov/sites/bienrpt/_layouts/15/start.aspx#/Agency%20Information/Forms/AllItems.aspx.

- If you **have** already provided your inventory for the IT Convergence project, please fill out the last tab labeled **DEVICES**.
    - Please review the entire workbook for accuracy and make any necessary changes.
- If you **have not** provided this inventory, please fill out the entire workbook.

Questions can be directed to:

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406.444.2926	406.444.5764

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